

DEPARTMENT OF THE ARMY
3RD INFANTRY DIVISION AND FORT STEWART
NONCOMMISSIONED OFFICER ACADEMY
FORT STEWART, GEORGIA 31314-6002

ATZB-NSC

26 August 2014

MEMORANDUM FOR RECORD

SUBJECT: Academy Lights Out Procedures

1. The times for lights out are on the training schedule.
2. Five (5) minutes before lights out, the Student First Sergeant (1SG) will report to the Staff Duty Noncommissioned Officer (SDNCO) at the Headquarters building.
3. At lights out, the SDNCO and the Student 1SG will walk through the barracks with a flashlight, counting students and weapon systems, and ensuring that all students are not lying on top of a perfectly made bunk. Students are authorized to upgrade to poncho liners or sleeping bags as long as their covers are pulled back. Again, it is mandatory for students to pull their covers back.
4. Specific rules apply when a Soldier enters the barracks of the opposite gender:
 - a. Knock on the door and wait for the fire guard to answer
 - b. Without entering the barracks, order the fire guard to ensure that all occupants are properly clothed and that no one is in the latrine
 - c. Once given the "All Clear" by the fire guard, enter the barracks announcing "male on the floor" or "female on the floor"
5. The SDNCO will record student numbers for those students not in their bunks during the lights out inspection. Student numbers will be given to the Senior Small Group Leaders (SSGLs) in the morning. Students will not leave their barracks unless reporting directly to the SDNCO, Aid Station, outside portable latrines, or laundry facility outside of your assigned billets (if approved by Student leadership). Students must sign out and in with the fire guard when reporting to these places. Students not abiding by the lights out procedures may receive a negative counseling or be dismissed from the course.
6. Students utilizing the laundry facilities to wash/dry clothes may leave the billets after lights out BUT MUST SIGN OUT AND IN AT THE STAFF DUTY.

//ORIGINAL SIGNED//
THINH T. HUYNH
1SG, USA
WLC Chief